



## Accounting Supervisor

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***Purpose of the role:***

Under general direction, supervises, assigns, reviews, coordinates and participates in the work of general accounting staff; leads, oversees, and participates in the more complex and difficult work of staff responsible for performing complex professional and paraprofessional accounting duties in the analysis, preparation and maintenance of financial records and reports; provides financial management, reporting, budgeting, payroll, and accounting services for the City; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned. The organization's accounting functions include general ledger, accounts receivable, accounts payable, payroll, and grants accounting.

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***Distinguishing Characteristics:***

The Accounting Supervisor assumes responsibility for supervising and overseeing the work of general accounting staff. The incumbent will support the Accounting Manager and upper management to meet the organizational needs. In addition, at least 50 percent of the Accounting Supervisor's work time is spent performing supervisory functions. Provides day-to-day direction to staff performing a wide range of accounting functions. Acts in the absence of the Accounting Manager. Assignments are varied and carried out with considerable judgment and independence.

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***Essential Duties and Responsibilities:***

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

- Supervises and participates in developing, implementing, and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development. Recommends compensation and provides other rewards to recognize performance. Recommends disciplinary action, up to and including termination, to address performance deficiencies in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of Accounting staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing accounting services; identifies resource needs; reviews Division needs with appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Trains assigned employees in their areas of work including professional accounting methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Performs complex and technical accounting work in the maintenance of records of budget appropriations, revenues, and expenditures/expenses; schedules journal vouchers and reconciliations to produce accurate periodic reports for assigned funds; makes recommendations and calculates allocation of costs to City departments and special districts; analyzes cost data and prepares project accounting reports.
- Compiles annual revenue budget for City funds; prepares projections of revenues, budget estimates and supporting schedules; monitors and reports on budget and revenue account status; reviews and processes requests for budget adjustments; answers questions and compiles special reports for departmental use in budget tracking and reporting.
- Prepares short-term and long-term financial planning of City funds; comprehensive analysis of City programs; forecasting of revenues and expenditures; and provides narrative analysis.
- Compiles annual financial statements, including footnotes regarding accounting standards, supporting schedules and working papers; compiles and prepares State Controller Reports, including calculation of the cost allocation plan.
- Develops, documents, and reviews the City's financial procedures and internal controls; ensures operational compliance by all City personnel.
- Maintains financial system modules, database files and records; works with vendor software support personnel to resolve problems with software and database files and records.
- Participates in preparation of periodic financial reports to the City Council, City Manager, Conejo Open Space Conservation Authority, Successor Agency Countywide Oversight Board, Committees, and City departments; conducts special analyses as needed.
- Performs accounting for grant and other special funds, including assessment districts; monitors and prepares periodic reports on special funds; conducts special expenditure analyses and audits to ensure full reimbursement of City costs in connection with grant and special assessment expenditures.
- Compiles accounting data for agencies for which the City has fiduciary responsibility; coordinates audits and preparation of financial and accounting reports for such agencies.
- Monitors changes in regulations and GAAP guidelines; reports and recommends changes to City practices and procedures in accordance with regulations and standards.

- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Operations, services, and activities of a municipal accounting program.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of cost accounting.
- Advanced principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Advanced principles and practices of internal control and auditing.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Mathematical principles.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Supervise, organize, and review the work of staff.
- Select, train, supervise, organize, and review the work of assigned staff.
- Recommend and implement goals, objectives, policies, and procedures.
- Lead, organize, and review the work of staff.
- Independently perform the most difficult professional accounting functions.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Analyze and make sound recommendations on complex financial data and operations.
- Plan and evaluate financial systems and practices and make sound recommendations for improvement.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Work independently in the absence of supervision.

***Desired  
Minimum  
Qualifications:***

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Strategic Thinker
- Customer Focused
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Experience**

**Guidelines:**

**Education:**

A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

**Experience:**

Six years of progressively responsible professional accounting experience, preferably in a governmental agency including one year of lead supervisory experience.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

**Physical and Environmental Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the*

minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: - 7/1/2019

Date Revised: